

13 November 1961

MEMORANDUM FOR: Mr. E. J. Clinton, NIS Representative  
Department of State

**SUBJECT: Procedures for Department of State Support  
of NIS Production**

To implement the arrangements outlined in Mr. Hilsman's letter of 21 March 1961 to the Director, it is proposed that the following procedures for Department of State support of NIS production become effective immediately:

**1. Procedures for use of INR Office Files and State's Library Facilities by NIS Analysts of other Agencies:**

1. All agencies having need of State's file and library resources in discharging NIS production responsibility will provide current lists in three copies of their security-cleared NIS producing personnel to the State NIS Representative. Lists should be in letter form, from the Security Officers of the Agencies, and addressed to the Security Officer of the Department of State. However, the three copies should be sent directly to the State NIS Representative. They should state opposite each name the level of clearance and effective date.

2. The State NIS Representative will deliver the original of each such letter to the State Security Officer. He will deliver one copy to the Department Library and retain the third.

3. Analysts wishing to visit State for NIS production purposes will call the State NIS Representative one working day in advance, indicating the NIS Area and subject matter of his interest. After checking the name against the list of cleared eligibles, the State NIS Representative will make appointments with appropriate INR regional branch chiefs or analysts. The visiting analysts will report first to the office of the State NIS Representative and will be given a chit for presentation in the INR regional office or the library as appropriate. When visits require work in the files or library over a period of days, check-in at the State NIS Representative's office is required only on the first visit for each project or when a shift to the files of another INR regional office is desired.

1990  
 26/80

**II. Procedures for Department of State Review of NIS Section Drafts, Chapters I, IV and V, and VI (non-Bloc)**

1. Three copies of the final drafts of NIS Sections, Chapters IV and V, and VI (non-Bloc), will be forwarded to the State Department NIS Representative.

2. The State NIS Representative will send one copy to the principal mission of the country concerned with an appropriate instruction requesting comments to be returned by a stated date, the date being fixed in accordance with the distance of the post and the size and complexity of the Section. In no case will the time allowed exceed six weeks.

3. The State NIS Representative will deliver one copy to the INR regional office and to the appropriate country desk officer in the geographical bureau. This will provide an opportunity for the Department of State to comment on substance and matters of political implication and on the security classification and dissemination controls which have been applied.

4. Comments made by the recipients of the draft sections will be addressed to the State Department NIS Representative, who will forward copies to the Chief, Editorial Division, OBI/CIA, and copies also to the relevant NIS producing components. The State NIS Representative will arrange for any subsequent discussions or clarifications which may be necessary on points raised in the commentaries.

5. Two copies of page proofs of Chapters I will be sent from OBI/CIA to the State NIS Representative. He will deliver one copy to the appropriate INR regional office and indicate the deadline for receipt of comments as set by the NIS Permanent Committee. The INR office will review the proofs and submit written comments or annotated proofs to the State NIS Representative within the deadline. The State NIS Representative will himself review the 2nd copy of page proofs. Any points of substance arising from either review with respect to the Sections prepared by other agencies will be taken up directly with those agencies by the State NIS Representative. Points raised which involve the interests of NIS contributors as a whole or of several will be brought before the NIS Permanent Committee by the State NIS Representative.

15 November 1961

MEMORANDUM FOR: Mr. D. J. Clinton, NIS Representative  
Department of State

SUBJECT: Procedures for Department of State Support  
of NIS Production

It is proposed that the following procedures for Department of State support of NIS production become effective immediately:

I. Procedures for use of INR Office Files and State's Library Facilities  
by NIS Analysts of other Agencies

1. All agencies having need of State's file and library resources in discharging NIS production responsibility will provide current lists in three copies of their security-cleared NIS producing personnel to the State NIS Representative. Lists should be in letter form, from the Security Officers of the Agencies, and addressed to the Security Officer of the Department of State. However, the three copies should be sent directly to the State NIS Representative. They should state opposite each name the level of clearance and effective date.

2. The State NIS Representative will deliver the original of each such letter to the State Security Officer. He will deliver one copy to the Department Library and retain the third.

3. Analysts wishing to visit State for NIS production purposes will call the State NIS Representative one working day in advance, indicating the NIS Area and subject matter of his interest. After checking the name against the list of cleared eligibles, the State NIS Representative will make appointments with appropriate INR regional branch chiefs or analysts. The visiting analysts will report first to the office of the State NIS Representative and will be given a shift for presentation in the INR regional office or the library as appropriate. When visits require work in the files or library over a period of days, check-in at the State NIS Representative's office is required only on the first visit for each project or when a shift to the files of another INR regional office is desired.

SUBJECT: Procedures for State Support of NIS Production

13 Nov 1961

**III. Procedures for Department of State Field Collection**  
**NIS Materials for other Agencies**

1. When final NIS Annual Production Schedules are approved by the NIS Permanent Committee, the State NIS Representative will prepare and have transmitted an instruction informing each principal Foreign Post of the Sections of Chapters IV and V, and VI (non-Bloc) scheduled for the particular country and asking for collection against requirements as defined in NIS Standard Instructions and as gaps or errors were revealed by a previously published section.

2. The NIS producing agencies may submit to State requests for field collection on specific detailed items of scheduled sections when gaps are revealed during the research process and when the agency has no appropriate field collection facility of its own. Such requests should be addressed to the State NIS Representative, who will prepare an instruction and have it transmitted in accordance with State's established procedures.

3. Replies received from the field offices in response to NIS collection requests will be forwarded from State's Communication Center to the State NIS Representative in three copies. He will retain one, send one to the requesting agency, and one to OBI/CIA.

25X1A9a

  
Assistant Director  
Basic Intelligence

13 November 1961

Interdepartmental Committee on which Office of Basic Intelligence  
has a Representative

25X1A9a

1. [REDACTED] Representative on  
United States Board on Geographic Names,  
as deputy member designated for two year  
term ending 30 September 1963.